



CAREER OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

ANNOUNCEMENT NUMBER: FRA-05-27R

POSITION TITLE: Railroad Safety Specialist,
GS-2121-13/14
GS-13: \$74,782 to \$97,213 per annum
GS-14: \$88,369 to \$114,882 per annum
Full Performance Level: GS-14
Note: This position has special requirements. See page 3.

POSITION LOCATION: Federal Railroad Administration
Office of Associate Administrator for Safety,
Office of Safety Assurance and Compliance,
Operating Practices Staff
Washington, DC

AREA OF CONSIDERATION: FRA WIDE (FRA status candidates and FRA candidates eligible for special appointing authorities and candidates eligible for consideration under the Career Transition Assistance Program may apply.)

OPENING DATE: 03-17-05

CLOSING DATE: 04-07-05

NUMBER AND TYPE: One Full-Time Permanent Position

Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

Why Work For Us? Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who work day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public.

Summary Of The Essential Job Functions: As a Railroad Safety Specialist, you will be required to:

- Serve as a staff member assigned to analyze railroad accidents, provide advice and direction on a variety of programs, processes and procedures endemic to the staff's internal and external mission.
- Analyze major railroad accidents nationwide and respond to Office of Safety Freedom of Information Act requests.
- Have responsibility for detailed, in-depth analysis of the FRA accident/incident data base to determine accident/incident trends, root causes and appropriate remedial action to prevent a recurrence.
- Make recommendations to the team leader and Office of Safety management regarding ways to reduce the occurrence and/or severity of railroad accidents.
- Monitor and evaluate on-the-ground investigations of major accidents and make recommendations for special field investigations and assignments as appropriate.
- Identify need for independent investigations as necessary, which may include establishing contacts with local railroad officials, police and fire departments and special state officials.
- Prepare correspondence with railroads, railway labor organizations, railroad industry associations, other government agencies, and the general public on railroad accident investigation matters.
- Participate with Office of Safety technical staff members and officials in the formulation of rules and regulations and proposed railroad safety legislation, Technical Bulletins and accident investigations.
- Serve as a liaison with the Office of the Secretary in DOT, the NTSB, and OSHA on railroad accidents and related matters and serve as a key point of contact with the National Response Center on railroad accident notifications.
- Work with team leader to maintain the computer database that stores all FRA investigated railroad accidents.
- Provide technical guidance to regional specialists concerning the proper enforcement of the Accident Reports Act, and implementing agency instructions to be applied by field employees nationwide in conducting accident investigations and railroad inspections.

What Are The Minimum Qualifications For This Position?

You must have at least one year of specialized experience in or directly related to the essential job functions described above. This experience must have been at the next lower grade level. If you want us to consider experience you obtained outside the Federal Government, it must have been at that same level of complexity. The specialized experience must demonstrate:

- Broad knowledge of the railroad industry including economic and operating considerations and equipment;
- Knowledge of the general safety and health principles and practices applicable to the railroad industry;
- Knowledge of railroad accident investigation techniques; and
- Skill in written and oral communication.

What Are The Required Knowledge, Skills And Abilities For This Job?

In addition to the Qualification Requirements listed above the applicant must possess the following:

- Knowledge of railroad operations as a total system, including familiarity with all disciplines in order to visualize, reconstruct and analyze accidents and to guide efforts to evaluate and improve FRA programs assigned to the staff.
- Knowledge of the capabilities and limitations of railroad equipment.
- Knowledge of the reactions of hazardous commodities in various environmental conditions, and of safe procedures for containing or controlling fires, explosions or leaks of these materials.
- Ability to identify trends as a result of the various accident reports submitted to FRA.
- Knowledge of the FRA safety railroad databases.
- Ability to communicate effectively in writing.
- Ability to communicate effectively one-on-one and in group settings.

How Will The Qualified Applicants Be Further Evaluated And Rated To Identify The Best Qualified?

If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed below, if any. We also may consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position.

What Employee Benefits Do We Provide? The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. This is permanent position and you will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at www.usajobs.opm.gov/EI61.htm.

Before You Go Any Further, Here Are Some Other Things You Need to Know

- United States citizenship is required. (Proof of citizenship will be required to be shown upon appointment.)
- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Applicants must meet the qualification and time-in-grade requirements by the closing date of the announcement.
- FRA veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service are eligible to apply.
- Travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position that has significantly different duties from that of this position vacancy.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.
- The FRA has determined that seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. If new employees are permitted to retain such rights, the rights must be divested at the end of the one year probationary period. No waivers of this requirement will be granted.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.
- This position requires the incumbent to obtain/possess a Secret clearance in order to access classified materials related to railroad accidents.

How To Apply For This Position

- 1) You must submit your current SF-171 (Application for Federal Employment), Resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. Required information is listed in the section below labeled "Here's What Your Application Must Contain." Please be sure to indicate what grade level(s) you are applying for and the duty location.

- 2) For maximum consideration, tell us how you meet the “Knowledge, Skills and Abilities (KSAs)” for this position. The KSAs for this position are found above.
- 3) A complete performance appraisal is required. It must be current – meaning it was issued to you within the past year – and it must be official – meaning it appraises your performance over a normal rating cycle in your present job and has been signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure. If you are applying based on your eligibility for a special appointing authority, you must provide appropriate proof.
- 4) To be considered for selection priority under the Career Transition Assistance Program (CTAP), you must submit appropriate certification that you are eligible. In addition, you must be determined to be well-qualified for the position. **Well-qualified applicant:** An eligible applicant who meets all qualifications, standards, and eligibility requirements for the position, including medical qualifications; minimum educational and experience requirements; selective placement factors; knowledge, skills, and abilities (KSAs); quality ranking factors; and any other special qualifying conditions, and is able to satisfactorily perform the duties of the position upon entry.

Where To Send Your Application

- You may **mail or deliver** your application to the Federal Railroad Administration, Office of Human Resources, 1120 Vermont Avenue, N.W., 6th Floor, Washington, DC 20590.
- If you are faxing your application, please limit the application to **a maximum of 20 pages** and include a cover sheet. Our fax number is (202) 493-6169. We will not accept applications faxed from a Federal Government fax machine. You may email your application to teresa.overmier@fra.dot.gov.
- ALL applications must be in our office or postmarked by the closing date of the announcement.
- Applications mailed in a Government envelope will not be accepted.

Questions?

Call Renee Clark at (202) 493-6117 or TDD (202) 493-6487 or 6488, or email at renee.clark@fra.dot.gov. Please reference the announcement number so we can help you more efficiently.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra information sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez (202) 493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, inpedimento fisico o edad.

ALTERNATIVE FORMATS: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at marcie.mullins@fra.dot.gov, on (202) 493-6114 or at the TDD number (202) 493-6487 or 6488.

REASONABLE ACCOMMODATION: If you are requesting reasonable accommodation in connection with applying for this vacancy, please contact Marcella Mullins as listed above.

Privacy Act Requirements: The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

HERE'S WHAT YOUR APPLICATION MUST CONTAIN

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference
(**Proof Required – Attach DD 214**)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)